**New employee equipment checklist**Here are some common things you should consider getting ready before your   
new employee starts work.

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| **Equipment list** | |
|  | Business cards |
|  | Uniform |
|  | Desk, chair and workstation |
|  | Safety equipment |
|  | Keys, security pass and alarm codes |
|  | Computer, hardware and software |
|  | Phone |
|  | Tools, toolbox and tool belt |
|  | Stationery |
|  | Vehicle |
|  | Email access |
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